



- MUST USE MOST **CURRENT** FORM
- **PRINT** CLEARLY IN BLACK INK
- MAKE SURE ENTIRE CIRCLE IS **FILLED**

EXAMPLE:

Yes ☒ No ☐

APPLICATION FOR LETTER OF AUTHORITY (BUSINESS)

APPLICATION INFORMATION

I understand a security officer commission must be applied for and obtained from the Private Security Program for each individual employed to carry a firearm before that individual may carry a firearm.

Yes ☐
No ☐

↑ THE ABOVE SPACE IS RESERVED FOR OFFICE USE ONLY ↓

I understand, if we employ non-commissioned security officers, we must have or apply for a Class B Security Contractor License.

Yes ☐
No ☐

ENTITY INFORMATION

Entity Name

Mailing
Address

City

State
(2- Letter Code)

ZIP

Physical
Address

City

State
(2- Letter Code)

ZIP

Business
Phone

Business
Website

Business Email

Point of Contact
Last Name

First
Name

M.I.

Suffix

Point of Contact
Date of Birth

Email

MANAGER INFORMATION (INDIVIDUAL MUST SUBMIT A MANAGER APPLICATION)

Manager's
Last Name

First

M.I.

Suffix

Date of Birth

Email

PAYMENT INFORMATION

Letter of Authority Registration Fee: \$400 registration fee + \$12 subscription fee = **\$412** total

I am submitting the appropriate fee(s) with this application by mail. Yes ☐ *If yes, a PSB-50 form must be submitted with this application.
(Note: Payment must be in the form of a cashier's check, money order or company check.) No ☐

I understand all fees submitted to the Department are non-refundable, are not transferable and, in accordance with Texas Administrative Code §35.23, I will have 90 days from the date the application is received by DPS to submit all required documentation, supplemental information and/or fees, OR this application will be abandoned and I will be required to reapply.

Yes ☐
No ☐

Entity name _____

SUPPLEMENTAL INFORMATION

I understand I must submit a PSB-05 (Certificate of Liability Insurance) signed by an insurance agent licensed in Texas (no binders) prior to issuance of the Letter of Authority Yes ☐
No ☐

I understand a manager is required to be registered with the Letter of Authority Yes ☐
No ☐

I understand the manager must complete and pass the DPS-administered manager examination as required to qualify as a manager Yes ☐
No ☐

I verify that the information provide is true and correct, and I understand that this is an official government record and that any false statement made on this document or any other supplement provided to DPS may result in criminal prosecution.

Applicant Printed Name _____

Applicant Title _____

Applicant Signature _____

Date _____

This form and any attachments may be forwarded electronically to:

<https://www.dps.texas.gov/rsd/contact/default.aspx>

If payment is required, this form and attachments may be forwarded by mail to:

Texas Department of Public Safety
Private Security MSC 0242
PO Box 15999
Austin, TX 78761-5999

Privacy Policy Sec. 559.003. RIGHT TO NOTICE ABOUT CERTAIN INFORMATION LAWS AND PRACTICES (a) Each state governmental body that collects information about an individual by means of a form that the individual completes and files with the governmental body in a paper format or in an electronic format on an Internet site shall prominently state, on the paper form and prominently post on the Internet site in connection with the electronic form, that: (1) with few exceptions, the individual is entitled on request to be informed about the information that the state governmental body collects about the individual; (2) under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information; and (3) under Section 559.004 of the Government Code, the individual is entitled to have the state governmental body correct information about the individual that is incorrect. (b) Each state governmental body that collects information about an individual by means of an Internet site or that collects information about the computer network location or identity of a user of the Internet site shall prominently post on the Internet site what information is being collected through the site about the individual or about the computer network location or identity of a user of the site, including what information is being collected by means that are not obvious. Please visit: <http://www.statutes.legis.state.tx.us/docs/GV/htm/GV.559.htm>